

FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOLS

**FINANCE DEPARTMENT, PROCUREMENT DIVISION**

320 Hospital Drive Ste. 23

Warrenton, Virginia 20186

Phone: (540) 422-8348

Fax: (540) 422-8355

**NOTICE OF CONTRACT RENEWAL**

1. DATE: April 22, 2021
2. COMMODITY NAME: A/E Professional Services, As-Required Construction, Engineering and Inspection (CEI) Services for Grant Projects
3. CONTRACT NUMBER: 46-18smc (customized by Consultant as noted below)
4. CONTRACT PERIOD: 2021-2022 (See Below), 2<sup>nd</sup> renewal term  
WRA Renewal#2: May 1, 2021 – April 30, 2022  
MBP Renewal#2: April 25, 2021 – April 24, 2022
5. RENEWAL OPTIONS: Four (4) additional one-year renewals available
6. CONSULTANTS:  
Contract MBP-46-18smc  
(V/N 637032) McDonough Bolyard Peck, Inc. d/b/a MBP  
3040 Williams Drive, Suite 300, Fairfax, VA 22031  
Contact: Ken Macdonald, Program Manager [kmacdonald@mbpce.com](mailto:kmacdonald@mbpce.com)  
PH (703) 966-9002 FX (703) 641-8965, or  
Contact: David Palfrey, Project Manager [dpalfrey@mbpce.com](mailto:dpalfrey@mbpce.com)  
PH (703) 895-7766 FX (703) 641-8965  
  
Contract WRA-46-18smc  
(V/N 640496) Whitman, Requardt & Associates, LLP  
12700 Fair Lakes Circle, Suite 300, Fairfax, VA 22033  
Contact: Leonard Coleman, Associate, [lc Coleman@wrallp.com](mailto:lc Coleman@wrallp.com)  
PH (703) 293-9717 FX (703) 273-6773 Cell (703) 615-6348, or  
William Atkins, Construction Manager, [watkins@wrallp.com](mailto:watkins@wrallp.com)  
(same PH/FX), Cell (571) 287-0061
7. TERMS: Net 45
8. FOR FURTHER INFORMATION CONTACT: Susan R. Monaco, CPPO, CPPB, Procurement Manager  
PH (540) 422-8348

NOTICE TO ALL FAUQUIER COUNTY GOVERNMENT AND PUBLIC SCHOOL USING DEPARTMENTS: This contract is the result of a competitive bid program and its use must follow the FCG&PS Procurement Policy/Procedures for the purchase of the commodity listed herein. Please see the reverse side of this notice for further instructions regarding this contract.

## INSTRUCTIONS

1. Orders: All Using Departments must order services listed by issuing a Purchase Orders per the Procurement Procedures Manual, after following the instructions below. An extra copy of the Procedures Manual can be obtained by calling Procurement at (540) 422-8351 or 8352.

### **PROJECT ORDERS AND PROCEDURES FOR ORDERING SERVICES FOR ROOF CONSULTING SERVICES:**

#### **Types of Project Orders:**

Lump Sum Fee Project Orders: Lump sum fees shall be negotiated individually for each project and issued as a separate Purchase Order (pricing shall be based on the attached hourly fee schedule).

Hourly Rate Project Orders: When the scope of services involves work of such nature that the Consultant cannot reasonably estimate the time which would be required to provide the services, the Using Department may authorize an Hourly Rate based on the actual hours worked times the hourly rates indicated on the attached fee schedule and other approved expenses. A maximum Purchase Order fee or cost not to exceed limitation shall be agreed upon for Hourly Rate Purchase Orders. When an Hourly Rate Purchase Order is used, the Consultant shall submit detailed time records, documentation for other expenses, and such other evidence as the Using Department may require to support the Consultant's billing request.

#### **Procedures for Ordering Services**

The Using Department will request a lump sum fee or hourly rate proposal for each Project from the Consultant. At the Consultant's expense, the Consultant shall review plans and specifications and visit sites (if applicable) to prepare a detailed proposal for accomplishing the services. The Consultant shall determine feasibility of the proposed budget at this time. The Consultant shall prepare a detailed lump sum or hourly rate (as applicable) fee proposal for accomplishing the services. *Consultants may use, and Owner may consider and keep to, only the VDOT approved current hourly rates and fees for any engagements under this contract.*

The Using Department will evaluate the Consultant's fee proposal and may negotiate a suitable lump sum fee or a "not to exceed" amount with the Consultant *keeping the fee restrictions noted above, in mind at all times*. Prompt completion of fee negotiations is imperative. Following successful negotiations, the Using Department will prepare a purchase order for the agreed scope of work and fee proposal, incorporating by reference the terms and conditions of this contract and forward to the Procurement Division. Once the Procurement Division has processed the purchase order (and assigned a number) the Using Department will authorize and instruct the Consultant to proceed with the appropriate phase of the work. All purchase orders shall incorporate by reference the terms of this agreement.

The Consultant shall not perform any work that has not been authorized by a written purchase order (or change order) executed by the Procurement Division. The Consultant assumes all risk and financial liability for any services rendered without such proper authorization.

The Using Department reserves the right, at its sole discretion, to issue purchase orders to any Open-End Consultant based on its evaluation of each Consultant's qualifications,

expertise, capabilities, performance record, current workload, location or distance to the project and other factors as may be pertinent to a particular project.

Purchase Order Restriction/Maximum Fee Limitation: No individual purchase order fee shall exceed \$150,000 under contracts awarded within Open-End A/E contracts, and the sum of all projects during the contract term shall not exceed \$500,000. If a project is expected to be over this amount, requirements shall be forwarded to the Procurement Division and a separate RFP will be done for that project.

Change Orders: Change orders, authorized by the Procurement Division, may be issued to modify the scope of a Purchase Order. Change orders may add to, delete or otherwise modify the scope of services against a particular Purchase Order.

In making any modifications, the resulting increase or decrease in cost for the modification shall be determined by one of the following methods:

- A. The written modification shall stipulate the mutually agreeable fixed price for the specific addition to and/or deletion from the scope of work and/or specifications, which shall be added to or deducted from the total contract amount.
  - B. The written modification shall direct the Consultant to proceed with a specific scope of work and to keep, and present in a form as the Using Department may direct, a correct account of the actual man-hours by category and discipline and the time sheets therefore. The fee amount will be the man-hours expended multiplied by the hourly rates specified in attached hourly fee schedule. No additional increase for overhead and profit will be allowed. Changes using this procedure will usually specify a maximum amount.
2. All correspondence and documents (to include invoices) shall reference the contract number, applicable purchase order number and any project reference number the Using Department may identify.
  3. Approval of Consultant's invoice is the responsibility of the receiving using department.
  4. Any complaint as to quality of services or violation of contract provisions by the Consultant shall be reported to the Procurement Division for handling with the Consultant. All complaints must be submitted in writing and can be forwarded to Procurement via fax, e-mail or courier.
  5. Renewals: As stated on the face of this notice, there are four (4) one-year renewals on this contract; renewals should take place within ninety (90) days prior to the expiration of the stated current term.
  6. Price Adjustments: Contract prices shall remain Consultant for the award year. Prices may be adjusted only at the time of renewal following the applicable Escalation Rate for Professional Services Contracts, non-NOVA rates as published by VDOT. The contract officer must approve all price increases. Contract users will be sent notification of contract change from the Procurement office as official notification of such changes, if approved.

**FEE SCHEDULE, Contract MBP-46-18smc**  
**Note: use Third 12-month Billable Rates for 2021-2022**

**MBP FEE SCHEDULE - RENEWAL YEAR 2**

**FIXED BILLABLE RATES - HOME OFFICE**

Position Classification	FIRST 12 MONTHS FIXED BILLABLE RATE	SECOND 12 MONTHS FIXED BILLABLE RATE	THIRD 12 MONTHS FIXED BILLABLE RATE
Construction Manager	\$ 196.92	\$ 201.65	\$ 207.70
Engineer	\$ 157.27	\$ 161.04	\$ 165.87
Administrative Assistant	\$ 95.00	\$ 97.28	\$ 100.20
Scheduling Specialist	\$ 152.02	\$ 155.67	\$ 160.34
Senior Scheduling Specialist	\$ 190.00	\$ 194.56	\$ 200.40
Estimator	\$ 177.93	\$ 182.20	\$ 187.67

**FIXED BILLABLE RATES - FIELD OFFICE**

Position Classification	FIRST 12 MONTHS FIXED BILLABLE RATE	SECOND 12 MONTHS FIXED BILLABLE RATE	THIRD 12 MONTHS FIXED BILLABLE RATE
Construction Manager	\$ 146.72	\$ 150.24	\$ 154.75
Engineer	\$ 117.18	\$ 119.99	\$ 123.59
Construction Inspector Senior	\$ 84.89	\$ 86.93	\$ 89.54
Construction Inspector	\$ 72.93	\$ 74.68	\$ 76.92
Administrative Assistant	\$ 70.78	\$ 72.48	\$ 74.65

**REIMBURSEMENTS**

<b>Vehicle Payment:</b>	Per VDOT Prevailing Rates
In accordance with IIM-CD-2017-02.01, Advance Agreement for Consultant Construction Engineering and Inspector Vehicle and Mileage Payment, current at time of service.	
<b>Mileage Reimbursement:</b>	Per VDOT Prevailing Rates
In accordance with Construction Division Mileage Reimbursement Rate for Vehicles Used on Construction Engineering Inspection Contracts memorandum, current at time of service.	
<b>Mobile Communication Devices:</b>	Per VDOT Prevailing Rates
In accordance with Construction Division Mobile Communications Devices for Construction Engineering and Inspection Professional Services Consultant Contracts memorandum, current at time of service.	
<b>Lodging, Meals &amp; Incidental Items:</b>	Per VDOT Prevailing Rates
As authorized in advance in writing and in accordance with VDOT Travel Guidelines memorandum, current at time of travel.	
<b>Notes:</b>	
Any additional direct cost incurred must receive prior written approval from VDOT.	
Except as authorized by VDOT policy, actual cost shall be billed for direct cost. Cost shall not exceed amounts shown without prior written approval from VDOT.	

**FEE SCHEDULE, Contract MBP-46-18smc  
(WDP, MBP Sub-Consultant)**  
***Note: use Third 12-month Billable Rates for 2021-2022***

**FIXED BILLABLE RATES - HOME OFFICE**

Position Classification	FIRST 12 MONTHS FIXED BILLABLE RATE	SECOND 12 MONTHS FIXED BILLABLE RATE	THIRD 12 MONTHS FIXED BILLABLE RATE
Senior Associate, PE	\$ 175.70	\$ 179.92	\$ 185.32
Staff Engineer/Geologist	\$ 50.26	\$ 51.47	\$ 53.01
Staff Engineer/Geologist - Overtime	\$ 61.14	\$ 62.61	\$ 64.49
Clerical Assistant	\$ 60.97	\$ 62.43	\$ 64.30
Clerical Assistant - Overtime	\$ 74.16	\$ 75.94	\$ 78.22

**FIXED BILLABLE RATES - FIELD OFFICE**

Position Classification	FIRST 12 MONTHS FIXED BILLABLE RATE	SECOND 12 MONTHS FIXED BILLABLE RATE	THIRD 12 MONTHS FIXED BILLABLE RATE
Senior Associate, PE	\$ 146.42	\$ 149.93	\$ 154.43
Staff Engineer/Geologist	\$ 41.88	\$ 42.89	\$ 44.18
Staff Engineer/Geologist - Overtime	\$ 52.76	\$ 54.03	\$ 55.65
Structural Steel/Weld/Precast Concrete Inspector	\$ 57.47	\$ 58.85	\$ 60.61
Structural Steel/Weld/Precast Concrete Inspector - Overtime	\$ 72.40	\$ 74.13	\$ 76.36
Materials Testing Inspector	\$ 33.20	\$ 33.99	\$ 35.01
Materials Testing Inspector - Overtime	\$ 41.82	\$ 42.82	\$ 44.11

**LABORATORY TESTING RATES**

Description	Unit	Cost/Unit
Concrete Test Cylinder Compression (ASTM C-39)	Each	\$15.00
Flexural Beam Strength (ASTM C-78)	Each	\$85.00
Mortar Cube/Cylinder Compression (ASTM C-780)	Each	\$35.00
Grout Prism Compression (ASTM C-1019)	Each	\$40.00
CMU Tests (ASTM C-140)	Each	\$500.00
CMU Masonry Prism Tests (ASTM C-1314)	Each	\$750.00
Standard Proctor (ASTM D-698/VTM-1)	Each	\$125.00
Modified Proctor (ASTM D-1557)	Each	\$140.00
CBR Tests (VTM-8)	Each	\$500.00
Atterberg Limits (ASTM D-4318)	Each	\$80.00
Sieve Analysis (ASTM D-422)	Each	\$80.00
Sieve Analysis (ASTM D-422) with hydrometer analysis	Each	\$150.00
Specific Gravity of Soils (ASTM D-854)	Each	\$55.00
Moisture Content of Soils (ASTM D-2216)	Each	\$10.00
Unconfined Compression Tests (ASTM D-2166)	Each	\$250.00
Direct/Residual Shear Tests (ASTM D-3080)	Each	\$750.00
Permeability Tests (ASTM D-5084)	Each	\$500.00
Fireproofing Densities (ASTM E-605)	Each	\$60.00
Bulk Specific Gravity – Asphalt Cores (ASTM D-2726)	Each	\$60.00

**REIMBURSABLE COSTS**

Subcontractors Fees	Cost
Mileage	Current GSA rate
Supplies, Other Expenses	Cost

# FEE SCHEDULE, Contract WRA-46-18smc

3/23/21: Rates updated/adjusted for Calendar Year 2021, per below



**Whitman, Requardt & Associates, LLP**  
Engineers · Architects · Environmental Planners Est. 1915

February 15, 2021

Ms. Susan R. Monaco, CPPO, CPPB  
Procurement Manager  
Fauquier County Government/Public Schools Procurement Division  
320 Hospital Drive, Suite 23  
Warrenton, VA 20186

Re: Fauquier County Contract No. 46-18smc – As-Required Construction, Engineering and Inspection ("CEI") Services for Grant Projects: 2021 Fixed Billable Rate Request

Dear Ms. Monaco:

Whitman, Requardt & Associates, LLP (WRA), is pleased to submit our proposed rates for calendar 2021 (January 1, 2021 to December 31, 2021) for the Fauquier County contract 46-18sm – As-Required Construction, Engineering and Inspection ("CEI") Services for Grant Projects.

WRA's rates under Contract 46-18smc sunset on December 31, 2020 and are due for renegotiation. We have included an increase in rates based on the original escalation in place at time of RFP and WRA and CES's current VDOT audited overhead rates. No changes are requested for the direct expenses as these costs are billed at the costs in which they are incurred or at the applicable IRS mileage rate in place.

## WRA Home Office:

[January 1, 2021 - December 31, 2021]				BILLABLE RATE - HOME OFFICE					OVERTIME <sup>2</sup>
Category	Negotiated Direct Hourly Rate	2.40% Escalation Factor	Total Direct Labor	Overhead Rate	Facilities Cost Cap	Base Rate	Fee (Profit) 10.00%	Fixed Billable Rate	Overtime Billable Rate
				116.85%	0.069%		156% O/H <sup>3</sup>	Home	Home
1 Senior Scheduling Specialist	\$ 54.41	2.40%	\$ 55.71	\$65.10	\$0.04	\$ 120.85	\$ 12.08	\$ 132.93	
2 Senior Engineering Support	\$ 79.12	2.40%	\$ 81.02	\$94.67	\$0.06	\$ 175.75	\$ 17.57	\$ 193.32	
3 Junior Engineering Support	\$ 54.95	2.40%	\$ 56.27	\$65.75	\$0.04	\$ 122.06	\$ 12.20	\$ 134.26	
4 Admin Assistant	\$ 23.26	2.40%	\$ 23.82	\$27.84	\$0.02	\$ 51.68	\$ 5.17	\$ 56.84	
Notes:									
1. N/A									
2. Overtime rates: Exempt Employees = Straight Time; Non-Exempt Employees = Fixed Billable Rate + 1/2 Total Direct Labor Rate (Col J + 1/2 Col E).									
3. The OH Rate is limited to 156% for OH rates that are over that. OH rates lower than 156% are calculated at the actual rate									

## WRA Field Office:

[January 1, 2021 - December 31, 2021]				BILLABLE RATE - FIELD OFFICE <sup>2</sup>					OVERTIME <sup>2</sup>
Category	Negotiated Direct Hourly Rate	2.40% Escalation Factor	Total Direct Labor	Overhead Rate	Facilities Cost Cap	Base Rate	Fee (Profit) 10.00%	Fixed Billable Rate	Overtime Billable Rate
				107.27%	0.028%		156% O/H <sup>3</sup>	Field	Field
1 Responsible Charge Engineer	\$ 67.88	2.40%	\$ 69.51	\$74.56	\$0.02	\$ 144.08	\$ 14.41	\$ 158.49	
2 Construction Manager	\$ 58.03	2.40%	\$ 59.42	\$63.75	\$0.02	\$ 123.19	\$ 12.32	\$ 135.50	
3 Senior Inspector/Records Manager	\$ 32.86	2.40%	\$ 33.65	\$36.30	\$0.01	\$ 66.75	\$ 6.67	\$ 73.42	\$ 93.55
4 Construction Inspector	\$ 28.23	2.40%	\$ 28.91	\$31.01	\$0.01	\$ 59.92	\$ 5.99	\$ 65.91	\$ 80.36
5 Inspector Trainee	\$ 22.54	2.40%	\$ 23.08	\$24.76	\$0.01	\$ 47.84	\$ 4.78	\$ 52.63	\$ 64.27
Notes:									
1. N/A									
2. Overtime rates: Exempt Employees = Straight Time; Non-Exempt Employees = Fixed Billable Rate + 1/2 Total Direct Labor Rate (Col J + 1/2 Col E).									
3. The OH Rate is limited to 156% for OH rates that are over that. OH rates lower than 156% are calculated at the actual rate									

12700 Fair Lakes Circle, Suite 300

Fairfax, Virginia 22033

www.wrallp.com · Phone: 703.293.9717 · Fax: 703.273.6773

# FEE SCHEDULE, Contract WRA-46-18smc

3/23/21: Rates updated/adjusted for Calendar Year 2021, per below

Ms. Susan R. Monaco, CPPQ, CPPB  
Fauquier County Government/Public Schools Procurement Division

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February 15, 2021

## CES Home Office:

THIRD 12 MONTHS				BILLABLE RATE - HOME OFFICE					OVERTIME <sup>1</sup>
Category	Negotiated Direct Hourly Rate	2.40% Escalation Factor	Total Direct Labor	Overhead Rate	Facilities Cost Cap	Base Rate	Fee (Profit) 10.00%	Fixed Billable Rate	Overtime Billable Rate
				124.62%	0.27%		156% O/H <sup>3</sup>	Home	Home
1. Senior Scheduling Specialist	\$ 64.77	2.40%	\$ 66.32	\$82.65	\$0.18	\$ 149.15	\$ 15.84	\$ 164.99	
2. Scheduling Specialist	\$ 47.67	2.40%	\$ 48.81	\$60.83	\$0.13	\$ 109.78	\$ 11.66	\$ 121.43	
3. Junior Engineering Support	\$ 49.74	2.40%	\$ 50.94	\$63.48	\$0.14	\$ 114.55	\$ 12.17	\$ 126.71	
Notes:									
1. N/A									
2. Overtime rates: Exempt Employees = Straight Time; Non-Exempt Employees = Fixed Billable Rate + 1/2 Total Direct Labor Rate (Col J + 1/2 Col E).									
3. The OH Rate is limited to 156% for OH rates that are over that. OH rates lower than 156% are calculated at the actual rate.									

## CES Field Office:

THIRD 12 MONTHS				BILLABLE RATE - FIELD OFFICE <sup>1</sup>					OVERTIME <sup>1</sup>
Category	Negotiated Direct Hourly Rate	2.40% Escalation Factor	Total Direct Labor	Overhead Rate	Facilities Cost Cap	Base Rate	Fee (Profit) 10.00%	Fixed Billable Rate	Overtime Billable Rate
				78.90%	0.27%		156% O/H <sup>3</sup>	Field	Field
1. Construction Manager	\$ 53.31	2.40%	\$ 54.59	\$43.07	\$0.15	\$ 97.80	\$ 9.35	\$ 107.15	
2. Const Insp Sr/Project Records M	\$ 39.38	2.40%	\$ 40.32	\$31.82	\$0.11	\$ 72.25	\$ 6.91	\$ 79.16	\$ 99.32
3. Construction Inspectors	\$ 32.12	2.40%	\$ 32.90	\$25.95	\$0.09	\$ 58.94	\$ 5.64	\$ 64.58	\$ 81.02
4. Construction Inspector Trainee	\$ 24.87	2.40%	\$ 25.47	\$20.09	\$0.07	\$ 45.63	\$ 4.36	\$ 49.99	\$ 62.73
Notes:									
1. N/A									
2. Overtime rates: Exempt Employees = Straight Time; Non-Exempt Employees = Fixed Billable Rate + 1/2 Total Direct Labor Rate (Col J + 1/2 Col E).									
3. The OH Rate is limited to 156% for OH rates that are over that. OH rates lower than 156% are calculated at the actual rate.									

Please feel free to contact me directly at (703) 615-6348 or (703) 293-9717 if you have any questions and/or comments.

Very truly yours,

Whitman, Requardt & Associates, LLP



Leonard "Lenny" Coleman, PE, CCM  
Vice President / Responsible Charge Engineer

cc: Mr. Brian Henschel (WRA)

Enclosures

